

NET ZERO NOW



COMMUNITY ACTION ON CLIMATE CHANGE



Writing a Volunteer Policy

While it is not necessary for a small and informal community group to have a volunteer policy, it can be useful to go through the process of writing one to be more aware of volunteer needs. And if you are considering founding a charity then you may need to create a volunteer policy.

For background or extra support, you may find the following resources useful:

- [Writing a volunteer policy](#) (NCVO)
- [Cambridge Carbon Footprint's Volunteer Policy](#)

When writing a volunteer policy think about:

- How will you/your organisation recruit volunteers?
- How will you make sure it treats all volunteers with fairness and equity?
- How will you make changes to roles to make them more accessible?
- What will the volunteer induction and training process be?
- How will you pay volunteer expenses?
- What will the supervision and support process for volunteers be?
- What health and safety considerations are there for volunteers?
- What is the volunteers' role in confidentiality and data protection?
- What are the problem solving and complaints procedures for volunteers?